

TO: Prospective Applicants for Measure T *Citizens' Oversight Committee*

FROM: Measure T *Citizens' Oversight Committee* Selection Committee

DATE: March 27, 2007

SUBJECT: Measure T Citizens' Oversight Committee

The selection process for the Measure T Citizens' Oversight Committee is now underway. The Committee will consist of one member from each of the five Madera County supervisorial districts as well as two at-large members. The purpose of the Committee is to inform the public and to ensure that the Measure T funding program revenues and expenditures are spent as promised to the public.

**NEW DEADLINE:** Applicants will need to fill out the attached application form and submit it by **May 31, 2007** to:

Madera County Transportation Authority  
1816 Howard Road, Suite 8  
Madera, CA 93637

Telephone: (559) 675-0721

Attached is a map referencing district boundaries in Madera County and Appendix C of the Measure T Investment Plan, which specifies the qualifications and responsibilities of Citizens' Oversight Committee members.

The selection process will be completed by the end of June 2007.

For further information on the selection process, please query Richard Poythress at (559) 675-0721.

## Citizens Oversight Committee Application

The Madera County Transportation Authority (MCTA) maintains a standing Citizens Oversight Committee (COC) to provide citizen perspective, participation and involvement in the MCTA's \$213 million voter-approved Measure T Investment Plan. The COC is comprised of seven members: five represent each of the Madera County supervisorial districts in addition to two "at-large" members.

COC members are appointed to serve for a four-year term without compensation. No member may serve for more than eight years. Meetings will be held at the MCTA office at 1816 Howard Road, Suite 8.

For further information regarding transportation projects and programs in Madera County, please visit the MCTA website at <http://www.maderactc.org/mcta.html>. To view the COC Charter and Bylaws, or to download the PDF file for this application, go to [http://www.maderactc.org/mcta\\_pub.html](http://www.maderactc.org/mcta_pub.html).

This application is for (check one):      District 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐  
At-large member ☐

Name

Address   
Street City Zip Code

Phone

E-mail  Fax

How many years have you lived in Madera County?

Are you registered to vote in Madera County? ☐ Yes ☐ No

Briefly describe your interest in serving on the Citizens Oversight Committee, citing any relevant volunteer or work experience.

List and briefly describe any participation in volunteer, community or professional organizations that are relevant to your candidacy for the Citizens Oversight Committee.

What is your particular interest in transportation?

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed to the Citizens Oversight Committee.

Applicant's  
Signature

Date

\_\_\_\_\_

## **INSTRUCTIONS**

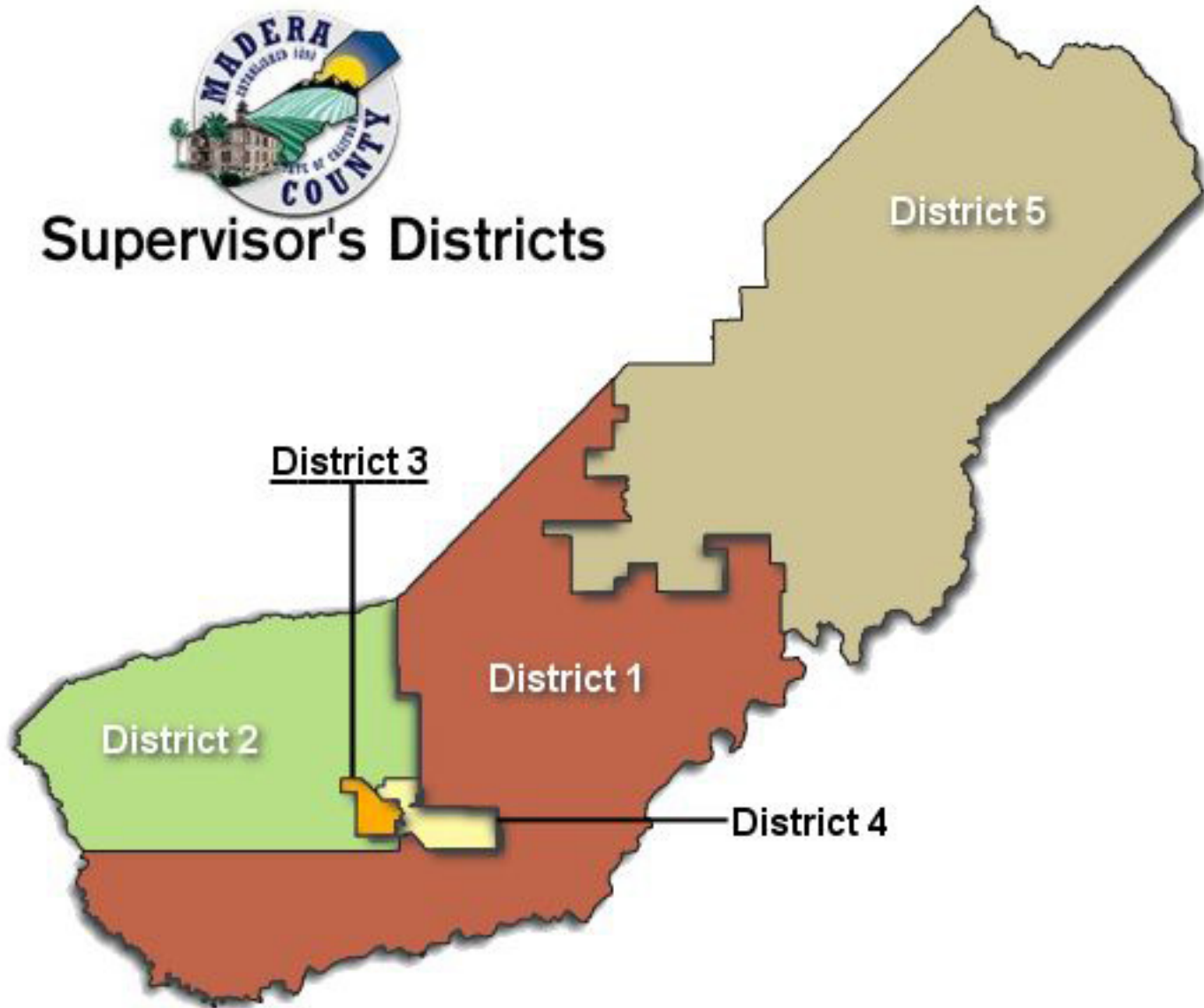
**APPLICANTS:** Submit your completed application directly to:

Madera County Transportation Authority  
1816 Howard Road, Suite 8  
Madera, CA 93637

Richard@maderactc.org  
Phone 559-675-0721



## Supervisor's Districts



## *Appendix C – Citizens’ Oversight Committee*

### **Committee Purpose**

To inform the public and to ensure that the Transportation Measure (Measure) funding program revenues and expenditures are spent as promised to the public.

### **Administrative Issues**

#### **Committee Formation**

- The Committee will be formed within six (6) months upon approval of the Measure by the voters of Madera County in November 2006
- The Citizens’ Oversight Committee (Committee) shall not be amended out of the Investment Plan
- Meetings will commence when Measure revenues are recommended for expenditure, including Investment Plan updates

#### **Selection and Duties of Committee Chair and Vice Chair**

- The Committee shall select a Chair and Vice Chair from the members, each of whom shall serve a one (1) year term
- The duties of the Chair will be to call meetings, set agendas, and preside over meetings
- The duties of the Vice Chair will be to perform the same duties described above in the absence of the Chair

#### **Committee Meetings**

- The Committee will hold one (1) formal meeting annually, with additional meetings scheduled as needed by the Committee
- All Committee meetings must be held in compliance with the Brown Act
- All meetings will be conducted per “Robert’s Rules of Order”

#### **Subcommittee Requirements**

- Subcommittees: the Committee may elect to form subcommittees to perform specific parts of its purpose
- All subcommittees shall have an odd number of members

### **Committee Membership and Quorum**

#### **Membership**

The Committee shall be composed of seven (7) members including:

- Two (2) at-large public members
- Five (5) representatives; one (1) from each of the Madera County Supervisorial Districts

#### **Quorum**

- A Quorum will be no less than four (4) members of the Committee
- An action item of the Committee may be approved by a simple majority of those present, if the number exceeds the quorum requirement of four (4)

### **Membership Selection**

#### **Selection Committee**

- Committee members will be selected by the Madera County Transportation Authority

### **Recruitment Process**

- Each year as terms of various members expire or as vacancies occur, annual postings of membership openings will be noticed sixty (60) days in advance of the application process pursuant to Public Utilities Code Section 99238
- Potential members must submit an application to the Selection Committee
- The Selection Committee will screen all applications and approve candidates for membership on the Committee

### **Term of Membership**

- Terms of membership will be for four (4) years. No member may serve more than eight (8) years
- Members will not be compensated for their service on the Committee
- In an effort to maintain Committee member consistency, during the first four (4) years of the Committee, terms will be staggered with three (3) of the members to serve a four-year term, four (4) of the members to serve a two (2) year term
- Members who are not in attendance for two (2) consecutive meetings or are not present at 50% of the Committee meetings for over a 12-month period shall be replaced with a new member selected by the Selection Committee
- If a member position on the Committee becomes vacant, the Selection Committee will fill the vacant position within 90 days of the date when the position became vacant
- Proxy voting will not be permitted

### **Eligibility**

- U.S. citizen 18 years of age or older who resides in Madera County
- Not an elected official at any level of government
- Not a public employee at any State, County or local city agencies
- Must submit an annual statement of financial disclosure consistent with Fair Political Practices Commission (FPPC) rules and regulations and filed with the Authority

### **Staffing**

- Authority will staff the Committee and provide technical and administrative assistance to support and publicize the Committee's activities, with the staff assignment subject to approval of the Committee
- Authority services and any necessary outside services will be paid using the Madera County Transportation Authority's Measure Administration Program revenues
- Expert staff will be requested to provide information and make presentations to the Committee, as needed
- The cities and County of Madera shall each provide to the Citizens' Oversight Committee, on an annual basis, and in a timely fashion, at least two (2) weeks prior to the meeting of the Citizens' Oversight Committee, a specific report on the local jurisdiction's budget for Measure funds and financial report on those funds
- The precise format of the report may be based on report formats for other jurisdictional monitoring, but must be separate from the comprehensive agency budgets and general and enterprise fund financial reports of the cities and the County of Madera

### **Responsibilities**

The Committee may receive, review and recommend any action or revision to plans, programs, audits or projects that is within the scope of its purpose stated above. Specific responsibilities include:

- Receive, review, inspect, and recommend action on independent financial and performance audits related to the Measure
- Receive, review, and recommend action on other periodic reports, studies and plans from responsible agencies. Such reports, studies and plans must be directly related to Measure programs, revenues, or expenditures
- Review and comment upon Measure expenditures to ensure that they are consistent with the Investment Plan
- Annually review how sales tax receipts are being spent and publicize the results
- Present Committee recommendations, findings, and requests to the public and the Authority in a formal annual report